



Homeland Security and Emergency Management Agency HSEMA (BN)

MISSION

The mission of the District of Columbia's Homeland Security and Emergency Management Agency (HSEMA) is to manage the District's emergency operations to prevent, respond to, and recover from natural and man-made emergencies.

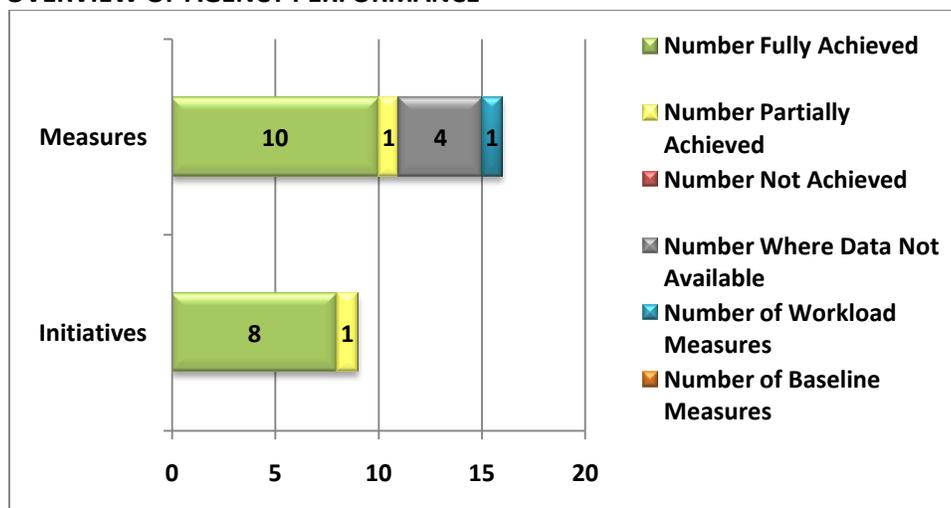
SUMMARY OF SERVICES

HSEMA coordinates all planning and preparedness efforts and facilitates a common operating picture during events, to facilitate good decision-making and response. This common operating picture will achieve situational awareness and, where possible, eliminate or minimize conflicting information received from numerous sources.

ACCOMPLISHMENTS

- ✓ Significantly increased community preparedness outreach and training in several language and culturally diverse communities to include:
 - Preparedness Seminar for the Ethiopian Community
 - Latino Emergency Preparedness Fair for Columbus Heights residents
 - Faith Based Forum on Preparedness
- ✓ Successful Oversight of over 100 major Special Events to include:
 - Haiti Earthquake
 - G- 20 Summit
 - Independence Day – DHS Goal One National Emergency Communication Observation
 - International Monetary Fund (IMF) Meeting
 - Glen Beck's – One Nation Working Together Rally
- ✓ Successfully procured FEMA disaster reimbursement funds for two snow disasters; total reimbursement is \$11,226,394.

OVERVIEW OF AGENCY PERFORMANCE





Performance Initiatives – Assessment Details

Performance Assessment Key:

-  Fully achieved  Partially achieved  Not achieved  Data not reported

OFFICE OF THE DIRECTOR

OBJECTIVE 1: Ensure that HSEMA provides its divisions with sufficient resources while ensuring that all fiscal requirements are fulfilled.

PLANS AND PREPAREDNESS DIVISION

OBJECTIVE 1: Identify the District's greatest risks, prioritize our preparedness efforts according to those risks, and enhance capabilities that address the risks.

- **INITIATIVE 1.1: Develop continuity of operations (COOP) plans.**
HSEMA coordinated with agencies to develop plans for the following agencies (see attached COOP Implementation Plan): Department of Health Department of Human Services Executive Office of the Mayor Department of the Environment Department of Public works Fire and Emergency Medical Services Department Department of Transportation Executive Office of the Mayor-Serve DC Metropolitan Police Department Office of Contracting and Procurement Office of the Chief Technology Officer Office of Unified Communications
- **INITIATIVE 1.2: Develop a District-wide Concept of Operations (CONOPS) for pandemic influenza.**
In response to the H1N1 outbreak in the fall of 2009, HSEMA developed an integrated framework of plans that explain how every aspect of District government and partner operations will function and interact in the approach of and during a pandemic. Approximately 26 District agencies engaged in COOP planning, including the identification of the following: mission essential functions, key personnel, delegation of authorities, and sick leave and tele-work policies among other key components for an effective plan.
- **INITIATIVE 1.3: Assess priority critical infrastructure.**
Vulnerability assessments were conducted at the locations below during this performance period. The information is maintained in the District's Critical Infrastructure Protection (ACAMS) system. District of Columbia Public Health Lab JW Marriott Hotel Pennsylvania Avenue Marriott Wardman Park Hotel The Hay-Adams The St. Regis The Westin Embassy Row The Willard Washington D.C. Walter E. Washington Convention Center.

TRAINING AND EXERCISE DIVISION

OBJECTIVE 1: Ensure compliance with Homeland Security Exercise and Evaluation Program (HSEEP) requirements.

OBJECTIVE 2: Ensure that all programs and exercises are compliant with National Incident Management



System (NIMS) standards and guidelines.

OBJECTIVE 3: Ensure that all programs, training classes and exercises incorporate requirements for the District's special needs population.

- **INITIATIVE 3.1: Engage special needs target populations in emergency preparedness through training, exercises and outreach.**

The HSEMA Training and Exercise Division has conducted training and exercises for special needs populations throughout 2010. HSEMA has worked with the District's Office on Disability Services (DDS) to ensure awareness about the city's emergency response plan, the District Response Plan, and agencies who support the plan and their roles in emergency response. HSEMA also provided briefings at the DDS Provider Leadership Forums for DDS Staff and Service Coordinators. Given the District's Language Access Act and the agency's push toward compliance, HSEMA conducted and facilitated emergency preparedness training seminars in Spanish and Amharic to better prepare and inform the Latino and Ethiopian communities. HSEMA also takes part in the Emergency Transition Parent Led Steering Committee hosted by Quality Trust for Individuals with Disabilities Family Empowerment Center by providing emergency preparedness resources and information. The Steering Committee is made up of representatives from city agencies such as Department of Disability Services and disability advocacy organizations such as DC State Developmental Disabilities Council, DC Health Resources Partnership-Georgetown University, and Inclusion Research Institute/Inclusive Preparedness Center. Lastly, HSEMA has presented at conferences, health and information fairs throughout FY10. The presentations focus on individual and family preparedness and offer disaster ready kits and shelter and evacuation guides to participants, with a focus on senior citizens.

OBJECTIVE 4: The Training and Exercise Division will engage local, regional, federal and private sector entities in the development and execution of training and exercises when required.

- **INITIATIVE 4.1: Promote regional collaboration.**

HSEMA's Chief of the Emergency Training and Exercise Division acted as Chair of the National Capital Region's Exercise and Training and Operations Panel (ETOP) Regional Programmatic Working Group (RPWG) from January 2009 through April 2010. During this time the DC Chair spearheaded efforts to finalize a National Capital Region Training and Exercise Plan for 2009-2012. As Chair he also led planning efforts for a highly successful 2009 Senior Leaders Seminar in November and led initial planning efforts for a functional exercise for the DC Mayor, Governors of Maryland and Virginia and the Secretary of DHS. Throughout DC's tenure as Chair, ETOP coordinated and funded over 14 regional training and exercise projects.

OPERATIONS DIVISION

OBJECTIVE 1: Ensure a common operating picture during emergencies to facilitate informed decision-making and response.

OBJECTIVE 2: Coordinate and integrate all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters

- **INITIATIVE 2.1: Integration of Closed Circuit TV (CCTV) operations.**

The duties and responsibilities of the CCTV monitors centers were incorporated into the Joint All Hazards Operation Center when HSEMA's 24/7 operations were physically expanded to include



personnel from other agencies. The next phase of the project includes the integration of District CCTV technology and software resulting in an interoperable system that enhances the District’s ability to monitor and facilitate real-time and post incident video capture, storage and distribution as part of HSEMA’s all-hazards mission to respond to and recover from emergencies while safeguarding privacy and civil liberties.. The software platform contract was awarded in May 2010 and is currently in progress.

- **INITIATIVE 2.2: Develop a vehicle asset maintenance program.**
HSEMA has an established SOP that is read by all employee prior to using all Government vehicles. This SOP covers the range of the use of gas cards, process to undertake when involved in an accident, to the protocol for using emergency lights and sirens on all HSEMA vehicles. Prior to receiving approval for using any HSEMA fleet vehicles, all users must fill out the District Vehicle Acknowledge form and have on file with Risk Management coordinator at HSEMA. All HSEMA government employees that use the vehicles must also conduct pre-use check-list as well as a return check to ensure accountability and to check for damage of equipment. Also due to HSEMA mission to respond to emergencies, all vehicles must be returned to our fleet with a minimum of a half tank of gas.

GRANTS DIVISION

OBJECTIVE 1: Improve the District’s and the Region’s administration of grant funding for preparedness, response, and recovery capabilities.

- **INITIATIVE 1.1: Develop and implement internal protocols and standard operating procedures.**
Standard Operating Procedures were revised as of July 2010.

OBJECTIVE 2: Identify emergency preparedness areas in need of improvement.

- **INITIATIVE 2.1: Develop a new methodology for quarterly reporting.**
The SAA has implemented quarterly status reports effective July 2009.

OBJECTIVE 3: Provide critical information for dissemination, as needed, to Congress, the public, the media, and the emergency management community.

Key Performance Indicators – Details

Performance Assessment Key:

● Fully achieved
 ● Partially achieved
 ● Not achieved
 ● Data not reported
 ● Workload Measure

	Measure Name	FY2009 YE Actual	FY2010 YE Target	FY2010 YE Actual	FY2010 YE Rating	Budget Program
PLANS AND PREPAREDNESS DIVISION						



●	1.1	Number of COOP plans developed for lead Emergency Support Function agencies.	6	12	12	100%	PLANNING
●	1.2	Number of COOP plan facilities reviewed and tested each year	0	0	NA	0%	PLANNING
●	1.3	Percentage of HSEMA-owned plans updated annually	0	60	60%	100%	PLANNING
●	1.4	Percentage of emergency management capabilities achieved	74	80	NA	0%	EMERGENCY PREPAREDNESS (CC)
TRAINING AND EXERCISE DIVISION							
●	1.1	Percentage of corrective action items in after action reports that are successfully implemented in compliance with HSEEP	100	100	100%	100%	EMERGENCY PREPAREDNESS (CC)
●	1.2	Increase exercise participant's satisfaction rating by 5% annually	0	80	64%	80%	EMERGENCY PREPAREDNESS (CC)
●	1.3	Number of exercises conducted	7	4	60%	100%	PREPAREDNESS AND PROTECTION
●	2.1	Ensure that all programs and exercises are compliant with National Incident Management System (NIMS) standards and guidelines	100	100	100%	100%	EMERGENCY PREPAREDNESS (CC)
●	3.1	Percentage of new District employees trained in emergency preparedness	100	100	100%	100%	EMERGENCY PREPAREDNESS (CC)
OPERATIONS DIVISION							
●	1.1	Percentage of notifications disseminated within 15 minutes of receipt	0	80	NA	0%	PREPAREDNESS AND PROTECTION
●	1.2	Percentage of agencies satisfied with daily emergency management activities	0	90	NA	0%	PREPAREDNESS AND PROTECTION
●	2.1	Number of District special events supported each quarter	4	4	8	200%	
●	2.2	Number of unannounced test of the emergency alert system completed annually	0	365	365	100%	EMERGENCY PREPAREDNESS (CC)



	Number of Alert DC messages disseminated	4559	4000	4405	101%	PREPAREDNESS AND PROTECTION
GRANTS DIVISION						
1.1	Percentage of grant dollars spent within the timeframe of the grants	100	100	100%	100%	HOMELAND SECURITY/EMERGENCY MGMT AGENCY
1.2	Number of audit exceptions reported in the annual DC Single Audit	6	12	6	200%	HOMELAND SECURITY/EMERGENCY MGMT AGENCY
	Grant dollars managed	\$325,865,512	\$340,000,000	\$330,149,608	97%	HOMELAND SECURITY/EMERGENCY MGMT AGENCY
	Number of grant projects managed	489	530	515	97%	HOMELAND SECURITY/EMERGENCY MGMT AGENCY